

## **POSITION DESCRIPTION**

Class Title: Part-Time Snack Bar Attendant  
Department: Golf Department (Restaurant)  
Division: 10-702 (Restaurant)  
Date: 02-08-08

Job Code Number:  
Grade: PT1  
Location: Deer Park

### **GENERAL PURPOSE:**

Turn on all the machines and make coffee.  
Wait on customers throughout the day.  
Responsible for re-stocking paper goods and supplies for the snack bar.  
Close out register at the end of the day.

### **SUPERVISION RECEIVED:**

Front House Manager.

### **SUPERVISION EXERCISED:**

None.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Oversee snack bar  
Wait on customers throughout work period.  
Restocking of paper goods and supplies.  
Close out register at the end of the day.

### **PERIPHERAL DUTIES:**

Meeting the needs of the customers during shift time.  
Oversees the snack bar (includes ordering paper goods and supplies).

### **DESIRED MINIMUM QUALIFICATIONS:**

Must be eighteen years of age or older in order to apply.  
Must have a friendly disposition around customers.  
No experience necessary - will train.

### **Necessary Knowledge, Skills and Abilities:**

Must have the ability to work well with co-workers and the public.  
Ability to understand and follow simple oral and written instructions. Ability to establish and maintain effective working relationships.

**SPECIAL REQUIREMENTS:**

None.

**TOOLS AND EQUIPMENT USED:**

Must be able to use a dolly to move stock supplies from the main store room to the snack bar.

**PHYSICAL DEMANDS:**

Must be able to lift up to forty (40) pounds.

**WORK ENVIRONMENT:**

On tournament days, the work environment can become very busy.

**SELECTION GUIDELINES:**

Formal application, reviewed by Front House Manager and Louis Gantz, Head Golf Professional.

Paperwork is done by the Personnel Department

Sent for drug screening.

Drug Screen Report is given to Personnel.

City Manager's Department calls employee for start date.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.